

90M5 Cope
Chief, Management Staff

21 March 1957

Chief, Records Management Staff

Weekly Report - Week Ending 20 March 1957

1. Contributions

a. Tangible

- (1) Completed 13 new and revised forms.
- (2) Completed the revised Records Control Schedule for the Audit Staff. This will permit the orderly retirement of 73 per cent of their records eventually.
- (3) Records Center received 910 cubic feet of inactive records.

b. Intangible

None

2. Assignments (Active)

- a. Eighteen new and revised forms in process.
- b. Records Disposition Program OCR, 67 per cent complete.
- c. Records Disposition Program, Office of Logistics, 95 per cent complete.
- d. Installation of Filing System in OSI, 35 per cent complete.
- e. Use of Shelf Filing, Biographic Register.
- f. Use of Shelf Filing, Industrial Register; proposal in process providing for 44 per cent savings in floor space.
- g. Development of Intra-Agency Chain Envelope.
- h. Combined Courier Receipt and Log Form; a tentative revised form has been prepared and a suggested procedure is in process of working level concurrence.
- i. Review of Records Control Schedule, Office of Comptroller.

3. News

Three members of this staff and four Area Records Officers attended the Inter-Agency Records Administration Conference Meeting at the National Archives.

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Mgt S/RMS/ [redacted] area (21 March 1957)

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